

# BROOKINGS COUNTY COMMISSION MEETING

**Tuesday, December 14, 2004**

The Brookings County Board of County Commissioners met in regular session on Tuesday, December 14, 2004, with the following members present: Deanna Santema, Dennis Falken, Donald Larson, Mary Negstad, and Emil Klavetter. Also present: Stephanie Vogel, Kelly Bakken, Robert Hill, Stacy Steffensen, Martin Stanwick, Clyde Calhoon, Wm. Mark Kratochvil, Carrie Larson, Brittany Winklepleck, Brady Lamp, Steven Meyer, John Andrews, and Brian Eclov.

## **CALL TO ORDER**

Chairperson Santema called the meeting to order.

## **CONSENT AGENDA**

Chairperson Santema declared the Consent Agenda approved with no objection from the board. The Consent Agenda consisted of the agenda for the December 14, 2004 Commission Meeting, and the minutes from the December 7, 2004 Commission Meeting. Welfare Matters: Case # 04-139 for rent/mortgage was approved; Case # 04-141 for pharmacy was approved; Case # 04-142 for funeral was approved; Case # 04-030A for utilities was approved; Case # 04-143 for medication was approved; Case # 04-144 for utilities was approved; Case # 04-116 for hospital was denied. Travel/Education: Janet Willmott to go to Pierre, SD on December 14-15 to attend the GASB34 meeting. Larry Jensen to go to Pierre, SD on January 5 & 6, 2005 to attend the Highway Quality Workshop. Cindy Steffen Schmit to go to Sioux Falls, SD on November 17, 2004 to attend a Victim/Witness Subcommittee meeting. Clyde Calhoon to go to Sioux Falls, SD on November 16 & 17, 2004 to attend the SD States Attorneys Association Directors Meeting.

## **ROUTINE BUSINESS**

Motion by Falken, seconded by Klavetter, to approve the following claims. Roll Call Vote: Larson "Aye," Negstad "Aye," Falken "Aye," Klavetter "Aye," Santema "Aye." Motion passes. Ace Hardware, key \$1.79; Advance, qtrly payment \$6,750.00; Cyndi Ault, payroll advance \$500.00; Auto Body Specialists, paint \$87.26; Avera Bkgs Medical, medical \$296.49; BAHRA, membership \$15.00; BRBA, registrations \$300.00; Banner Associates, engineering fees \$859.85; Eugene Beckman & Sons, parts \$348.23; Harold Berkland, meeting \$25.00; Brian's Tint Plus, tint windows \$80.60; Bkgs Area Chamber, registrations \$44.00; Bkgs City, disposal fees/utilities \$9,630.95; Bkgs Co Treasurer, delinq taxes \$2,436.54; Bkgs Register, publications/ads \$831.58; Bkgs Engraving, plates/plaques \$250.00; Bkgs Hospital, blood tests/medical \$2,699.96; Brown & Saenger, tax notices \$1,117.20; Denise Brown, payroll advance \$500.00; Butler Machinery, oil \$384.50; Calhoon & Kratochvil, stamps \$268.00; Cardinal Health, ventilator \$5,840.91; Career Learning Center, cleaning \$195.00; Cellular One, telephone/pouch \$731.86; Central Business Supply, supplies/maintenance/monitors/moving costs \$5,338.80; Clite's Electric, replace/repair lights \$879.34; Cook's Recycling, commercial service \$324.45; Cretex Concrete, culverts \$24,221.00; Dakota Abstract, rent/utilities \$1,683.07; Dakota Riggers & Tool, cable \$32.59; Den-Wil, rent \$788.12; Direct Check, execution \$80.09; Drake

Equipment, sander \$6,413.00; Dykhouse Painting, paint office \$255.00; East Dakota Water, monthly water conserv \$8,336.02; Elite Business Systems, copier maintenance \$63.60; LG Everist, sand \$3,002.80; Express Collections, execution \$179.00; Farm & Home Publishers, plat book \$24.25; Farmer's Imp & Irr, part \$4.79; Fed Ex, services \$7.70; Flowers on Main, plant \$50.00; Foerster Wholesale, janitorial supplies \$331.45; G&K Services, laundry service \$349.12; Gateway Acceptance Corp, payment \$346.47; Carol Glantz, meals/mileage \$289.56; Graham Tire, tires \$343.88; Graybar Electric, lights/batteries \$81.90; Grayson Rentals, rent \$350.00; HSBC Business Solutions, generator, \$1,715.06; Mark Halvorson, payroll advance \$500.00; Kathy Hanson, meals \$46.00; Harold's Printing, coil binding \$11.00; Harold's Photo, photo finishing/flashcard \$122.69; Konrad Hauffe, dental \$222.91; Hawley Insurance Services, notary bonds \$100.00; Gary Heldt, mileage \$38.40; Hillyard Inc, supplies \$213.47; Tim Hogan, CAA \$1,587.33; Hollaway Const Inc, culvert \$28,857.32; Joanie Holm, coroner fees \$1,500.00; Homestead Do-It, hanger rod \$31.88; Huron Culvert & Tank, culverts \$6,052.70; Hy-Vee, supplies \$91.44; Index, office supplies \$24.41; Integrated Business Solutions, technology service \$3,281.85; ITC, database \$713.45; Janitor's Closet, janitorial supplies \$22.94; Randy Jensen, meeting/mileage \$33.96; Thomas Johnson, execution \$444.00; Kelly Inn, room \$102.00; Mary Kidwiler, meeting/mileage \$33.00; Emil Klavetter, mileage \$11.20; Darrel Kleinjan, meeting/mileage \$37.16; Mel Kloster, mileage/registration/renewal \$145.28; Dale Kneebone, payroll advance \$500.00; Duane Knutson, meetings/mileage \$55.76; L&L Parts, parts/filters \$424.03; Lar-Jo's, envelopes/jackets/fee book \$2,089.12; Douglas Lukonen, soap \$18.95; Lyle's Signs, signs/posts \$11,884.32; ME McCann, CAA \$658.77; Don McCarty, CAA \$1,219.55; McCleod's Print & Office, forms \$341.92; MCI, telephone \$331.85; M&T Inc, medical supplies \$117.25; Macksteel, steel \$216.00; Mad Jacks Deli, lunches \$22.78; Martin's Inc, oil/grease/diesel \$12,079.10; Mastercard, supplies \$18.54; Mediacom, internet \$55.95; Mills Construction, construct stage \$1,972.72; Mills & Miller, deicing salt \$1,938.50; Mills Property Management, rent \$3,795.96; Minnehaha Co Juvenile, foster care \$2,750.00; Mobile Binders, cabinet \$5,112.90; Mobile Electronic Service, camera repair \$170.00; Nat'l 4-H Council, 4-H supplies \$259.26; Mary Negstad, mileage \$25.60; Darrel Nelson, meetings/mileage \$62.16; Nancy Nelson, CAA \$291.60; NWPS, utilities \$281.29; Sean O'Brien, CAA \$3,019.01; Jody Odegaard-Smith, CAA \$403.20; Office Systems, supplies/repair \$444.82; Mike Olson, meeting/mileage \$39.08; Robert Olson, payroll advance \$500.00; Otis Elevator, maintenance \$859.38; Bella Petersen, payroll advance \$500.00; Pioneer Products, fire foam \$4,658.44; Pioneer Water, execution \$145.21; Qualified Presort, postage \$3,900.00; Quill, office supplies \$471.88; RFD News, publications \$846.58; Rainbow Car Wash, car washes \$24.98; Reliance Telephone, phone cards \$1,000.00; Dept of Revenue, MV/birth & death fees/blood tests/admin fees \$193,926.09; Larry Ringgenberg, meeting \$25.00; Robert Rochel, meeting/mileage \$35.56; Jesse Ronning, CAA \$165.60; Running's Big R, supplies \$323.91; Layne Saathoff, meeting/mileage \$39.72; Sacred Heart Hospital, MI \$298.55; Safety Benefits, training \$150.00; Deanna Santema, mileage/telephone \$409.73; SD Dept of Rev, warrant \$84.75; SD Dept of Health, shots \$67.00; SD Federal Property, supplies \$10.00; SD Public Assurance, insurance \$65.00; SDSU Animal-Range Science, rent \$300.00; SDSU 4-H Foundation, 4-H bears \$53.00; SDSU Workstudy, workstudy \$82.13; Scott Sebring, meals \$46.00; Sec of State, notary renewal \$25.00; Securicor EMS Inc, monitoring \$65.34; Shephardson's Hardware Hank, supplies \$88.13; Sioux Falls Two Way Radio, install equipment \$174.57; Sioux Valley Energy, utilities \$34.95; Software Services, computer assistance \$2,230.00; Sprint, telephone \$40.81; Stan Houston Co, tools \$34.55; State of SD, network access fees \$50.93; Rose Stee, meals/mileage/supplies \$333.04; Julie Stirling, rent \$200.00; Sturdevant's Auto, bulbs/parts \$156.55; Laurie Tangen, meals/mileage/registration \$91.72; Krista Thompson, payroll advance \$500.00; Thrifty

White Drug, medicine \$871.12; Lionel Torgrude, meals/mileage \$637.77; Town & Country Shopper, publications \$25.00; Jeff Trammell, psychological testing \$875.60; Turning Point, foster care \$1,980.00; UBC, fencing supplies \$18.98; VandenBerg Law, CAA \$1,386.00; Jeff Vangerpen, transport \$87.42; Verizon, telephone \$195.39; Viking Office Products, supplies \$53.59; Barry Vlasman, CAA \$1,227.62; Stephanie Vogel, meals/mileage \$168.24; Wagner Real Estate, inspection fees \$1,400.00; Wal-Mart, supplies/medicine \$403.76; West Group, law books \$914.80; Wheelco Brake & Supplies, parts \$39.32; Terry Wieczorek, CAA \$324.64; Willmott Gravel, dumping fee \$400.00; Wink's Jewelry, execution \$1,000.00; Wireless World, cords \$124.98; Yankton Co Sheriff, service fees \$33.00; Juror/Witness Fees: Leet Bailey \$37.92; Fred Burns \$20.00; Danielle Empie \$20.00; Lynn Errickson \$20.00; Verna Flippin \$52.56; Kathryn Gurton \$20.00; Janine Haaland \$20.00; Michael Hendrickson \$50.64; Teri Johnson \$20.00; Geana Kaltvedt \$30.24; Susan Kelley \$20.00; Mary Kurtz \$20.00; Shirley Lathrop \$55.12; James Mannerud \$56.40; Bryce Olson \$63.44; Anthony Patrick \$34.08; Elwyn Roach \$50.64; Paul Sahr \$50.64; Cody Waege \$20.00; Virginia Weeks \$51.28; Robert Wood \$23.84; Elizabeth Wright \$20.00.

Deputy Auditor, Kelly Bakken presented the board with the Auditor's Report.

Be it noted, the Highway transfers for the month of November 2004, \$3,354.50 was transferred for expenditures to increase the Highway budget due to work performed and supplies furnished for various non-highway departments.

Zoning & Drainage Director, Robert Hill met with the board to discuss and to present the following plats for approval.

Motion by Negstad, seconded by Falken, to approve for recording purposes Resolution 04-54. A Resolution for the plat of Block 1 Simmons Addition in the NE ¼ of Section 21-111-48 in the County of Brookings, South Dakota. Role Call Vote: Negstad "Aye," Falken "Aye," Klavetter "Aye." Larson "Aye," Santema "Aye," Motion passes

Motion by Klavetter, seconded by Larson, to approve for recording purposes Resolution 04-55. A Resolution for the plat of Lot 18B of DeBoer's Lake Tetonkaha West Subdivision in Government Lots 1,4,5,& 6 in Section 7-111-51 in the County of Brookings, South Dakota. Role Call Vote: Falken "Aye," Klavetter "Aye." Larson "Aye," Negstad "Aye," Santema "Aye," Motion passes

Motion by Falken, seconded by Klavetter, to approve the following Automatic Supplement for unanticipated expenses incurred and reimbursement made to Brookings County. Department: Emergency Management; Amount: \$5,840.91; Reason: Program funding for DOJ/OJP Equipment - 2003 Part II; Receipt # 89878: Line #22600X4296222. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye," Santema "Aye." Motion passes.

## **REGULAR BUSINESS**

Elections Supervisor, Stacy Steffensen met with the board to discuss the Help America Vote Act County Match Money Certification. Motion by Klavetter, seconded by Falken, to approve and authorize Brookings County Auditor, Janet Willmott to sign the Help America Vote Act County Match Money Certification. The Certification will certify that the Brookings County Commission will place \$15,123.92 in a Reservation of Fund Balance to be used as Brookings County's match money for Help America Vote Act Title II Funds. The motion is contingent on the approval of the Deputy States Attorney, Wm. Mark Kratochvil. Roll Call Vote: Larson "Aye," Negstad "Aye," Falken "Aye," Klavetter "Aye," Santema "Aye." Motion passes.

Motion by Falken, seconded by Negstad, to approve and authorize Chairperson Santema to sign the 2005 Juvenile Detention Per Diem Agreement between Minnehaha County and Brookings County. Roll Call Vote: Negstad "Aye," Falken "Aye," Klavetter "Aye," Larson "Aye," Santema "Aye." Motion passes.

Sheriff, Martin Stanwick met with the board to discuss the 2005 Annual Contract Agreements.

Motion by Larson, seconded by Negstad, to approve and authorize Chairperson Santema to sign the 2005 Inmate Housing Contract between Lake County and Brookings County. Roll Call Vote: Falken "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye." Motion passes.

Motion by Falken, seconded by Klavetter, to approve and authorize Chairperson Santema to sign the 2005 General Law Enforcement Services Agreement between the City of Aurora, SD and Brookings County. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye," Santema "Aye." Motion passes.

Motion by Falken, seconded by Klavetter, to approve and authorize Chairperson Santema to sign the 2005 General Law Enforcement Services Agreement between the City of White, SD and Brookings County. Roll Call Vote: Larson "Aye," Negstad "Aye," Falken "Aye," Klavetter "Aye," Santema "Aye." Motion passes.

Motion by Klavetter, seconded by Negstad, to approve and authorize Chairperson Santema to sign the 2005 General Law Enforcement Services Agreement between the City of Volga, SD and Brookings County. Roll Call Vote: Negstad "Aye," Falken "Aye," Klavetter "Aye," Larson "Aye," Santema "Aye." Motion passes.

Motion by Negstad, seconded by Falken, to approve and authorize Chairperson Santema to sign the 2005 General Law Enforcement Services Agreement between the City of Elkton, SD and Brookings County. Roll Call Vote: Falken "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye." Motion passes.

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss Personnel Matters, Zoning Information and Wind Energy, End of Year Contingency and Budget, States Attorney's Furniture, the NACo Prescription Drug Card Program, Travel Reimbursement Information and Correspondence from Woods, Fuller, Shultz, & Smith P.C. Be it noted, Vogel submitted and the board approved the State of South Dakota Employee Reimbursement Rate Changes.

Motion by Klavetter, seconded by Negstad, to approve and authorize Chairperson Santema to sign the Human Resource and Technology Assistant job description. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye," Santema "Aye," Motion passes.

### **COMMISSIONER'S OPEN DISCUSSION**

Commissioner Falken reported on the GIS Interviews, the Outlook Computer Training, and the South Dakota Legislative Breakfast.

Commissioner Klavetter reported on the GIS Interviews, the Planning and Zoning Meeting, the Emergency BEDC Meeting, the Site Committee Meeting, and the South Dakota Legislative Breakfast.

Commissioner Negstad reported on the GIS Interviews, the BATA Meeting, the Conservation District Meeting, and a Taxi Service Meeting.

Commissioner Larson reported on the GIS Interviews and the NACo Board of Directors Meeting.

Commissioner Santema reported on the GIS Interviews, JDC Advisory Board Meeting, the South East Counties District Meeting, and the South Dakota Legislative Breakfast.

Zoning & Drainage Director, Robert Hill met with the board to discuss Wind Energy and an upcoming meeting.

### **EXECUTIVE SESSION**

Motion by Negstad, seconded by Falken, to go into executive session at 10:22am. Roll Call Vote: Larson "Aye," Negstad "Aye," Falken "Aye," Klavetter "Aye," Santema "Aye." Motion passes. Chairperson Santema declared executive session over at 12:30pm. Reason - Personnel and Economic Development Matters. No action at this time.

### **ADJOURNMENT**

Chairperson Santema declared the meeting adjourned until 8:30am Tuesday, December 21, 2004.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans With Disabilities Act.

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Kelly Bakken  
Deputy Auditor  
Brookings County Auditor's Office